



"Serving Businesses in Virginia"

May 17, 2005

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# Virginia Comprehensive Assistance Network [VA CAN]

## **VA CAN VISION**

The Virginia Comprehensive Assistance Network (VA CAN) envisions business assistance as a collaborative effort among a range of specialists joining together to leverage skills, resources and knowledge.

Collaborative efforts will result in comprehensive sources of relevant information, contacts and services for businesses throughout the Commonwealth.

## **VA CAN MISSION**

A partnership between representatives of State, Federal, Local and not-for profit organizations, VA CAN's mission is to develop and promote communication that allows for the expansion of the participants' knowledge. VA CAN provides a vehicle for its partners to cooperate and leverage their individual resources for the benefit of the Commonwealth's business community.

# **DEPARTMENT OF REHABILITATIVE SERVICES**

## **Mission**

In partnership with people with disabilities and their families, the Department of Rehabilitative Services (DRS) collaborates with the public and private sectors to provide and advocate for the highest quality services that empower individuals with disabilities to maximize their employment, independence and full inclusion into society. Services such as vocational counseling, on-the-job training, school-to-work transition, assistive technology and other specialized services enable individuals with disabilities to join today's workforce so they can put ABILITY to work.

## **SERVICES TO BUSINESSES**

Today, more and more businesses are realizing that people with disabilities make valuable employees and customers in our communities. The Department of Rehabilitative Services provides employers the tools and resources they need to not only diversify their workforce, but broaden their consumer-base and improve their bottom line of business. At no cost, businesses can benefit from the following DRS services:

**STAFFING:** At a time when qualified job applicants are at a premium, DRS helps employers combat today's recruiting challenges by giving access to prescreened, qualified job applicants who meet your job specifications.

**JOB AND WORKPLACE ANALYSIS:** Our Vocational Evaluators provide employers with assistance in developing or revising position descriptions, identifying reasonable accommodations for prospective or existing employees with disabilities, and providing recommendations for workplace accessibility.

**FINANCIAL INCENTIVES:** Hiring and/or accommodating persons with disabilities can provide businesses with tax and reimbursement benefits. Learn about the various tax incentives applicable to your business.

**DISABILITY AWARENESS AND DIVERSITY TRAINING:** Businesses can request disability etiquette training and learn about best practices for hiring, accommodating, and communicating with employees with disabilities. This training program will enable employers to enhance their disability and diversity programs and allow for positive work environments within their company.

**ACCESS TO RESOURCES:** DRS connects businesses with community resources and networks that help advance their diversity and disability programs. Ask about joining the Virginia Business Leadership Network or a local Workforce Network!

### **Department of Rehabilitative Services**

**8004 Franklin Farms Drive**

**Richmond, Virginia 23229**

**(804) 662-7000 or (800) 552-5019 (Toll Free)**

**(800) 464-9950 (TTY)**

**Website: <http://www.vdrs.org>**

**E-mail: [marketing@drs.state.va.us](mailto:marketing@drs.state.va.us)**

# **Assistive Technology Loan Fund Authority**

## **Mission**

Virginians The ATLFA mission is to facilitate favorable credit financing of assistive technology for with disabilities.

## **Services to Businesses**

The Assistive Technology Loan Fund Authority (ATLFA) and SunTrust Bank, Mid-Atlantic recently expanded their low interest, long-term loan program for Virginia individuals with disabilities to include small businesses and non-profit organizations. The expanded program will help these businesses and organizations meet building accessibility requirements under the American with Disabilities Act (ADA), and purchase equipment to accommodate newly hired or current employees with a disability.

Through the program, small businesses and non-profit organizations can apply for low-interest loans through SunTrust's network of business bankers, calling the ATLFA at **(866) 835-5976** (toll-free), or accessing the ATLFA website at [www.ATLFA.org](http://www.ATLFA.org). The funds can be used for building modifications and equipment such as: electric door openers, ramps, bathroom modifications, van with lifts to transport employee and computers with voice input/output. The borrowers would still qualify for any tax incentives for which these changes or purchases are eligible.

## **Services to Individuals**

The ATLFA makes low-interest loans with longer terms and lower monthly payments to eligible applicants who wish to purchase specialized technology and equipment for people with disabilities. The ATLFA may also guarantee loans to people who are unable to qualify through the banking partner, SunTrust Bank.

An applicant must be a resident of Virginia with a physical, mental or emotional disability. An applicant may also be a family member of a person with a disability. The applicant must use the proceeds of the loan in order to purchase assistive technology, including disability related home or vehicle modifications, or other authorized purposes. A qualifying borrower must also be able to repay the loan and meet the criteria established by the ATLFA for being creditworthy.

Typically, a qualifying borrower must have a debt-to-income ratio of 50% or less and either have a good credit history, or have credit problems related to the disability. Individuals with long-term credit problems, regardless of the cause, typically will not be approved for a loan. There is no upper income limit for borrowers.

**Assistive Technology Loan Fund Authority (ATLFA)**

**P.O. Box K-091**

**Richmond, Virginia 23288**

**(866) 835-5976 (toll free)**

**Website: [www.ATLFA.org](http://www.ATLFA.org)**

**E-mail: [Mike.Scione@ATLFA.org](mailto:Mike.Scione@ATLFA.org)**

## **Department of Health**

### **Division of Shellfish Sanitation**

#### **Mission**

Responsible for overseeing the safety of shellfish and crabmeat harvested and processed in Virginia.

The Division conducts extensive evaluations of the areas where shellfish may be harvested to assure that oysters and clams from these areas are safe and wholesome. Areas not meeting the stringent state and federal guidelines are closed for shellfish harvest.

The Division also conducts routine inspections of shellfish and crab meat processing facilities. As part of the inspection program, the Division provides advice on general design and construction requirements necessary to ensure the proper flow of product as it is being processed. It does not provide technical construction information on the engineering of the facility.

The division will help the entrepreneur in the overall plant design and will provide specific information concerning construction requirements where necessary. All plans must be reviewed and approved by the Division before the plant construction can begin.

**Website: <http://www.vdh.state.va.us/shellfish/>**

## **Department of Environmental Quality**

### **Small Business Assistance Program**

#### **Mission**

Helps small businesses comply with the Clean Air Act and Virginia's air regulations, not to enforce their compliance. The Small Business Assistance Program is also a free and confidential service.

The Small Business Assistance Program is a "non-regulatory," voluntary program within the Department of Environmental Quality. It offers small businesses free technical assistance on air quality and related environmental requirements.

The program has three parts: a technical assistance program; an ombudsman to serve as an advocate for small businesses; and a compliance advisory board to evaluate program effectiveness.

#### **Small Business Assistance Program Services**

The Small Business Assistance Program is a free, confidential and voluntary service. To help small businesses understand and comply with environmental regulations, the Small Business Assistance Program will:

- help solve environmental problems
- one-on-one conversations
- provide guidance materials
- explain regulatory requirements
- present workshops
- provide permit application assistance
- help identify cost-effective compliance options and pollution prevention alternatives
- listen to small business concerns
- help determine whether a permit is needed
- provide funding help, and
- provide fact sheets.

**Small Business Assistance Program**

**P.O. Box 10009**

**Richmond, Virginia 23240**

**(800) 592-5482 ext. 4394 (toll free)**

**Website: <http://www.deq.virginia.gov/osba/>**

**E-mail: [rgrasmussen@deq.virginia.gov](mailto:rgrasmussen@deq.virginia.gov)**



## **Department of Environmental Quality**

### **Pollution Prevention**

Provides free, non-regulatory technical assistance to Virginia businesses, governments and individuals. The program focuses on encouraging environmental management systems and pollution prevention through incentive programs, such as the Virginia Environmental Excellence Program, Businesses for the Bay and the Virginia Healthcare Challenge.

#### **P2 Outreach**

Developing resources, voluntary initiatives, events, and partnerships in support the efforts of the P2 Technical section; and then documenting and promoting the successes of the P2 Technical section and their clients. The long-term goal is to increase the overall understanding of businesses, other organizations, and the general public concerning P2 concepts, resources, and available services.

#### **Technical Assistance Group**

Has a unique staff of engineers and chemists with manufacturing, regulatory, and consulting backgrounds. One of the services they provide to businesses and organizations is free non-regulatory, on-site P2 assessments. Addressing air emissions, water pollutants, and solid and hazardous wastes, the assessment is a technical and economic evaluation of a facility's options for reducing waste generation and waste management costs. The knowledge and experience of the technical assistance group enables them to make suggestions on possible material substitutions, process improvements, water and chemical conservation, preventive maintenance, housekeeping and reuse and recycling opportunities.

**Office of Pollution Prevention**  
**P.O. Box 10009**  
**Richmond, Virginia 23240**  
**(800) 592-5482 ext. 4344 (toll free)**  
**Website: <http://www.deq.virginia.gov/p2/>**  
**E-mail: [skbaxter@deq.virginia.gov](mailto:skbaxter@deq.virginia.gov)**

## **Department of Housing and Community Development (DHCD)**

### **Mission**

Collaborating with Virginia's communities to fully develop their economic potential and create a healthy, safe and affordable living environment.

**There are several programs under the DHCD mission that offer a variety of assistance to small businesses.**

#### **Virginia Enterprise Initiative Program**

Funds a network of organizations across the state whose mission is to provide financing and the expertise and training to help entrepreneurs start micro enterprises (businesses with less than 5 employees). To find out if there is a micro enterprise program near you, visit the website or call **804-371-7030**.

#### **Enterprise Zone Program**

Offers valuable tax credits and grants to any business located with an enterprise zone that creates new jobs or makes an investment in real property. To learn if your community has one of the 57 zones located across Virginia and how to qualify for these incentives, visit the web page or call **804-371-7030**.

#### **Main Street Program**

Can direct small businesses that are looking to operate in small, historic downtowns to one of 18 designated Virginia Main Street communities across the state. Virginia Main Street communities offer small businesses the opportunity to locate in a unique setting, a historic downtown, with professional management that will market your business and help connect you to other valuable resources. To find out if there is a Virginia Main Street community near you, visit the website or call **804-371-7030**.

**<http://www.dhcd.state.va.us>**

# **Department of Mines, Minerals and Energy**

## **Mission**

Enhances the development and conservation of energy and mineral resources in a safe and environmentally sound manner in order to support a more productive economy in Virginia.

DMME presently does not have services specifically directed towards small businesses outside of the mining industry, and keeps in direct contact with the mining companies.

## **Works to achieve the following results:**

- \* Providing for worker safety and health on coal and mineral mines, and to assist with worker safety on gas and oil extraction sites.
- \* Eliminating off-site environmental damages and ensuring the proper restoration of lands used for coal and mineral mining, and gas and oil operations.
- \* Examining and providing information about Virginia's geology and mineral resources.
- \* Advancing energy efficiency in state government and business activities.
- \* Promoting economic development in our natural resource and energy sectors.
- \* Managing the Department's resources effectively and efficiently.

The Department of Mines, Minerals and Energy provides state government, the business community, and citizens with a focal point for the development of innovative policies, and for the implementation of comprehensive programs for energy and mineral resources consistent with modern safety and conservation practices.

**<http://www.mme.state.va.us/>**

# **Department of Professional and Occupational Regulation (DPOR)**

## **Mission**

Serves all citizens of the Commonwealth through public education, administration, and enforcement of those laws and regulations necessary to protect their health, safety, and welfare. In seeking continually to integrate regulatory efficiency and consumer protection, DPOR promotes a responsible, ethical and competent workforce.

The Department regulates 31 occupations and professions through 18 boards composed of practitioners and citizens appointed by the Governor. DPOR licenses or certifies more than 245,000 individuals and businesses ranging from architects and contractors to cosmetologists and professional wrestlers.

The Board for Professional and Occupational Regulation provides citizens with an access to the Department and oversees the regulatory administration of the Department and the Boards dedicated to individual occupations and professions, as well as considering the appropriate level of regulation for each occupation and profession. The Board is also charged with evaluating unregulated professions and occupations for regulation.

Currently, the regulatory boards license or certify more than 245,000 individuals and businesses, and carry out the essential duties of:

Establishing minimum standards to obtain a license.

Creating standards of conduct for license holders.

Disciplining license holders who violate the laws or regulations pertaining to their profession or occupation.

**<http://www.state.va.us/dpor>**

# **Department of Conservation & Recreation**

## **Mission**

To conserve, protect, enhance, and advocate the wise use of the Commonwealth's unique natural, historic, recreational, scenic and cultural resources.

**Includes:** State Parks, Soil & Water Conservation, Natural Heritage, Dam Safety, Recreation Planning and Boards/Foundation.

### **Applicable programs**

**1. Virginia Land Conservation Foundation** -Funds from the foundation are used to establish permanent conservation easements and to purchase open spaces and parklands, lands of historic or cultural significance, farmlands and forests, and natural areas. State agencies, local governments, public bodies and registered (tax-exempt) nonprofit groups are eligible to receive matching grants from the foundation. <http://www.dcr.state.va.us/vlcf/index.htm>

**2. Conservation Reserve Enhancement Program (CREP)** - The program aims to improve the Virginia's water quality and wildlife habitat by offering rental payments to farmers who voluntarily restore riparian buffers, filter strips and wetlands through the installation of approved conservation practices. <http://www.dcr.state.va.us/sw/crep.htm>

**3. Virginia's Nutrient Management Program** - It works to manage both urban and agricultural nutrients found in fertilizers, manure, municipal sewage sludge and other sources so that they retain their efficient use yet don't impair the quality of Virginia's ground and surface waters. <http://www.dcr.state.va.us/sw/nutmgmt.htm>

**4. Agricultural Best Management Practices Tax Credit Program** - Encourage voluntary installation of BMPs that will address Virginia's nonpoint source pollution water quality objectives by allowing individuals engaged in agricultural production for market to take a tax credit for agricultural best management practices (BMPs) installed to improve water quality. The tax credit is 25 percent of the first \$70,000 expended for the agricultural BMPs by the individual or corporation against the imposed state income tax. The amount of the tax credit shall not exceed \$17,500 or the total amount of state income tax obligation for the individual. If the amount of the credit exceeds the taxpayer's liability for such a taxable year, the excess may be carried over for credit against income taxes in the next five years or until they have taken the total of the tax credit.

**5. Agricultural Best Management Practices Cost-Share Program** - Virginia's soil and water conservation districts (SWCDs) are interested in nonpoint source (NPS) pollution. Encourages the voluntary installation of agricultural best management practices (BMPs), which protect and enhance water quality and protect soil resources. The program provides incentives to install BMPs based on a flat per acre rate, up to 75% of the estimated cost, or a combination of flat rate and 75% of estimated component costs. The individual maximum amount an applicant can receive in a program year is \$50,000. This pollution is so named because it doesn't come from a single point, such as a sewage outfall or industrial discharge pipe. NPS pollution isn't readily traced to a specific source. But it still contributes excess nutrients, pesticides, sediment, heavy metals and toxic substances to our waters. <http://www.dcr.state.va.us/sw/costshar.htm>

<http://www.dcr.state.va.us/>

## **Department of Conservation & Recreation**

### **GRANT PROGRAMS**

#### **VIRGINIA OUTDOORS FUND (FEDERAL LAND & WATER CONSERVATION FUND)**

The Department of Conservation and Recreation administers a grant-in-aid program for the acquisition and/or development of public outdoor recreation areas and facilities. Towns, cities, counties, regional park authorities, and state agencies may apply for 50% matching fund assistance. Funds are provided through federal apportionments from the Land and Water Conservation Fund. This is a reimbursement program, meaning that the sponsoring agency should be capable of financing the project while requesting periodic reimbursements. All recipients of grant funds will be required to maintain and operate the funded area in perpetuity for outdoor recreation use.

#### **VIRGINIA RECREATIONAL TRAILS GRANT PROGRAM**

The Virginia Recreational Trails Fund Program is a grant program established for the purpose of providing and maintaining recreational trails and trails-related facilities. It is funded through the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21). Grant funding may be provided to private organizations, city governments, county governments, or other government entities. Additionally, federal government entities may be eligible to participate if teamed with private trail groups and organizations. All project applications must have a 20% (minimum) sponsor match in total cost and this is also a reimbursement program.

For more information contact the Department of Conservation and Recreation at [www.dcr.state.va.us](http://www.dcr.state.va.us) click on Recreational Planning and click on Grant Programs; then click on these two (2) programs.

## **Department of Minority Business Enterprise (DMBE)**

### **Mission**

Promotes the growth and development of the Commonwealth's minority Business sector. VDMBE is organized to formulate and advocate minority business program policies; and to bring together resources available within the public and private sectors for maximum support to minority businesses, their growth and development.

### **VDMBE's VISION STATEMENT**

Through developing strategic partnerships and encouraging joint-venturing opportunities between minority businesses and private and public sectors, VDMBE enables such enterprises to participate in the Commonwealth's economic prosperity.

### **Programs:**

#### **Certification**

VDMBE is the primary agency for state certification of minority businesses. Through an application process, VDMBE's Certification Program certifies a business with the Commonwealth of Virginia as a bonafide minority or disadvantaged owned business (MBE/DBE).

Effective April 1, 2002, VDMBE will certify any applicant who can provide valid certification documentation from: the Small Business Administration (SBA) 8(a) program; any Department of Transportation (DOT) entity; and, the State of Maryland.

#### **Financial Assistance**

VDMBE's Providing Access to Capital for Entrepreneurs (P.A.C.E.) is an innovative loan program designed for economically disadvantaged entrepreneurs in the Commonwealth of Virginia; this program is funded by the Disadvantaged Capital Access Fund. Through prolific partnering with several Virginia banking institutions, the P.A.C.E. program has assisted in the providing of working capital for expanding the businesses of disadvantaged entrepreneurs.

#### **Services**

VDMBE's staff provides direct and indirect marketing and outreach services to the Department's constituents, which include: MBEs/DBEs; state, federal, and local governments; institutions of higher learning; business development organizations and private sector companies. The Department also produces and distributes VDMBE publications and other marketing tools.

VDMBE's staff provides management and technical assistance to its constituents in the construction industry (heavy construction and building) on federal, state, and local government projects, as well as private industry. The Department provides assistance to DBEs and women-owned businesses engaged in or desiring to bid on highway construction projects such as airports, rail and public transportation, and other transportation projects.

**<http://www.dmb.e.state.va.us>**

# **Department of Labor & Industry**

## **Mission**

Committed to ensuring that Virginia is a safe, healthy and productive place to work. This agency administers and enforces the Commonwealth's occupational safety and health programs, payment of wage statute, right-to-work and child labor laws, fosters worker apprenticeship programs, and certifies the safe operation of commercial boilers and pressure vessels.

## **Apprenticeship**

The Virginia Department of Labor and Industry (DOLI) works with small businesses in all sectors of the economy - manufacturing, construction, and services - that use the registered apprenticeship program to meet their training needs. Apprenticeship is a proven, cost-effective system for training employees in over 300 occupations. Each year roughly 1,600 registered apprentices successfully complete sponsor provided on-the-job training and related classroom instruction, earning a Certificate of Completion and a Journeyman's Card. There are currently more than 11,000 active apprentices throughout the Commonwealth.

## **Boiler and Pressure Vessel Safety**

Boiler Safety assists small businesses by informing them of the dangers of operating uninspected boilers, water heaters, or unfired pressure vessels. Information is provided to industry conferences, individually. Boiler Safety offers small businesses evaluations of their quality control systems for NB/ASME Stamps each year, for a saving of \$1,800 from the fee of the National Board.

## **Labor and Employment Law**

The Department of Labor and Industry (DOLI) administers and enforces the Commonwealth's labor and employment law and is available to advise small businesses. From obtaining child labor permits and other child labor issues to the highly technical process of garnishing wages, DOLI can provide guidance. The Labor and Employment Law Division also investigates and makes determinations regarding wage complaints. This process is much less expensive for small businesses than having to appear in court.

## **On-Site Safety and Health Surveys**

Virginia Occupational Safety & Health (VOSH) Consultation Services, a division of the Virginia Department of Labor and Industry (DOLI) provides on-site safety and health surveys of worksites for small employers with priority given to high hazard businesses. There is no cost for the survey and no citations or penalties are issued. Small businesses are assisted in the development of effective safety and health programs that can lead to participation in the Safety and Health Achievement Recognition Program (SHARP). SHARP participants are presented with a certificate and flag from DOLI and are exempt from general schedule inspections for a year.

## **Safety Networks**

Safety Networks are partnership groups of local businesses that provide education and resources to promote workplace safety and health. These networks are located throughout the state, with the majority in the Shenandoah Valley area. The Department of Labor and Industry often provides training for Safety Networks

**[www.doli.state.va.us](http://www.doli.state.va.us)**



# **Department of Agriculture and Consumer Services**

## **Mission**

Promotes the economic growth and development of Virginia agriculture, encourages environmental stewardship and provides consumer protection.

## **Applicable Business Assistance Services**

**Agribusiness Development Services:** Actively recruits and facilitates the expansion of agricultural businesses in order to create jobs and investment in Virginia's agricultural industry. Activities include assistance on business location, infrastructure development, and ombudsman services with State and Federal regulatory agencies. Services are also provided on business planning in conjunction with the VA Small Business Development Center, and on financing opportunities with private sector lending organizations, the VA Small Business Financing Authority and The United States Department of Agriculture.

**Marketing Services:** Provides assistance to the state's agricultural community by enabling producers and processors to locate the best markets for their products both here and abroad. The Division of Marketing serves producers, commodity boards and associations, retailers and buyers by providing marketing assistance. Field offices are located throughout the state and in Hong Kong.

**Specific program areas include:** Market News Service; Domestic Sales and Market Development; International Marketing; Livestock Marketing; Poultry and Egg Marketing; Grain Marketing; Fruit Vegetable and Peanut Marketing; Wine Marketing; Promotions; VA's Finest Trademark Program; VA Farmers Market System; USDA Food Distribution; Export Certification; Agricultural Industry Boards; Agricultural Statistics; and Certified Organic Growers.

**Regulatory Services:** Administers programs in Food Safety and Inspection, Animal Health and Welfare, Product and Industry Standards, Environmental Protection, and Consumer Protection.

**<http://www.vdacs.state.va.us>**

# **Department of Business Assistance**

## **Mission**

Promotes economic growth by helping Virginia businesses prosper.

## **Services include:**

**Access to Capital:** DBA administers the Commonwealth's business financing programs through the Virginia Small Business Financing Authority (VSBFA). The Financial Services staff can help structure a deal and identify potential resources to meet the capital needs of business clients.

**Workforce Training:** DBA works with new and existing companies to provide customized recruitment and training to qualified workers at all skill levels for newly created jobs. The Workforce Services staff offers consulting services for companies implementing soft-skill, continuous improvement, and specialized training programs.

**Business Consulting:** DBA works with Virginia businesses to discover needs and identify resources that allow them to take advantage of opportunities and resolve problems. The Existing Business Services staff is the Commonwealth's only one-stop business assistance and solution resource, offering both online and in-person answers to business questions and needs. DBA also provides research assistance, as well as numerous online publications, including a monthly Economic Conditions report, the Manufacturing in Virginia series, the Sales and Marketing Directory, and the Workforce Development Directory.

**Women-Owned Business Certification:** DBA offers the Virginia Women's Business Enterprise (VWBE) program, which certifies women-owned businesses located in Virginia to augment their efforts in securing "set-aside" contracts and participating in supplier diversity programs. The VWBE program markets these certified companies to buyers via a directory and online database. Firms must meet program criteria to qualify.

**Small Business Incubator Assistance:** DBA provides grants and technical assistance to local and regional non-profit groups to establish and operate small business incubators. Small business incubators help entrepreneurs and startup businesses by providing the expertise, networks and tools needed to make their ventures successful.

**Online Business Information Center:** DBA's web site is a one-stop resource for Virginia businesses. It offers a wealth of assistance for new and expanding businesses in the Resource Center, a step-by-step guide for starting or expanding a business in the Business Launch Pad, and a comprehensive listing of regulated occupations in the License and Permits Guide.

The agency also coordinates quarterly Virginia Economic Development Seminars and organizes Business Appreciation Week, celebrated statewide each May.

**<http://www.dba.state.va.us>**

**866-248-8814**

## **Department of Business Assistance**

### **Workforce Services Program**

The Small Business New Jobs Program is a pilot program for FY03 and will focus on existing Virginia companies which are:

**For-profit.**

Have been in operation in Virginia for a minimum of one year prior to application date,  
And have 200 employees or less companywide.

**Minimum and maximum jobs allowed:** The Company must be creating at least five (5) net new jobs, not to exceed a maximum of twenty-four (24) new jobs.

**Required minimum capital investment:** The Company must be making at least \$100,000 new capital investment.

**Minimum entry-level wage rate required:** The Company must be paying at least \$8.00 per hour entry level wage. In those cities and counties that have an unemployment level of two times or more the state level of unemployment, as determined by the Virginia Employment Commission's most recent published report, this wage minimum may be waived. Only full-time jobs qualify for reimbursement.

**Project funding limits:** Funding for recruitment and training will be based upon an agreed number of new jobs to be created by the Company and all project funding must be paid out by June 30, 2003. This job creation figure will represent the maximum number of jobs eligible for reimbursement. Funding will be limited for each project to the estimated one-year payback of tax benefits based on sales and income tax estimates paid to the Commonwealth. Projects that involve competition with other states or countries, or have unusual job skill requirements, or involve areas with high unemployment, can be approved for funding for more than a one-year payback. All funds must be spent for recruiting and training costs only. Justification must be documented in approved budget as developed by the Workforce Services Division.

**<http://www.dba.state.va.us>**

# **Department of Medical Assistance Services** **(DMAS)**

## **Mission**

Provides a system of high quality comprehensive health services to qualifying Virginians and their families.

## **Vision**

DMAS strives to ensure that program integrity is maintained in the array of preventive, acute and long-term care services it provides, and that fraud, abuse, and waste are detected and eliminated to the maximum extent possible. DMAS encourages beneficiaries to take responsibility for improving their health outcomes and achieve greater self-sufficiency.

## **Programs**

The Department of Medical Assistance Services oversees two children's health insurance programs that provide health insurance to children under age 19 years in low to moderate income families - Medicaid and the Family Access to Medical Insurance Security plan (FAMIS). Both programs provide comprehensive health insurance for the uninsured children of qualifying families.

**<http://www.dmas.state.va.us/>**  
**<http://www.famis.org>**

## **US EPA Region III - Business Assistance Center**

### **Mission**

Offers convenient answers to help smaller companies cut through the red tape of regulatory requirements, explore new options to eliminate waste and improve competitiveness. The BAC's services include acting as small business liaison, offering compliance assistance, promoting pollution prevention and encouraging the development of innovative environmental technologies.

The Business Assistance Center offers the following free services to small and medium sized businesses in the EPA Mid-Atlantic Region.

**Compliance Assistance:** Provides regulatory and technical assistance in response to inquiries from the small business community, and helps provide training to groups of small businesses.

**Small Business Liaison:** Serves as a liaison for small businesses. Provides a convenient central access point for their interactions with the Region. Center staff cooperate with business related trade and professional associations and service providers as well as state and local government small business programs.

**Pollution Prevention:** Promotes pollution prevention among small businesses, and recruits participation in EPA's partnership programs such as Energy Star and Waste Wise.

**Environmental Technology Development:** Encourages innovative environmental technologies developed by small firms. The Center offers training and links to marketing resources as well as federal research, development and verification facilities.

**<http://www.epa.gov/region3/sbac/>**

**Internal Revenue Service**  
**Small Business/Self-Employed**  
**Taxpayer Education and Communication (TEC)**

**Mission**

The SB/SE TEC mission is to educate and inform SB/SE taxpayers and representatives about their tax obligations by developing educational products and services focused on customer needs and by providing top quality pre-filing services to help taxpayers understand and comply with the tax laws.

**Operating Priorities**

“Reduce Burden on Small Business Taxpayers” - To achieve significant burden reduction for all taxpayers but, especially for SB/SE taxpayers by developing proposals that foster burden reduction; by coordinating and championing burden reduction efforts throughout the IRS; and by working with others in IRS, Congress, state and other federal agencies, and the small business community to develop, coordinate and implement meaningful burden reduction efforts that are consistent with IRS’s customer service and compliance goals.

“Increasing E-Submissions” - E-Submissions is the term chosen to umbrella IRS *e-file*, IRS *e-file* for Business, EFTPS, and other electronic transactions with the IRS. Our goal is to increase use of E-submissions to 80% by the year 2007. We will exert focused efforts to ensure that practitioners, trade associations and small business owners fully understand all of the benefits to their clients, to themselves and to the Internal Revenue Service of the electronic filing of Federal Income Tax Form 1040 with Schedules C, E, F or form 2106. We will also market all of the new features of the e-file processes that support forms 1065, 1120, 1041, 941 and 940 and encourage the electronic filing of all of these returns.

“Abusive Tax Avoidance Transactions” – Another one of our priorities in 2003 is to combat abusive tax avoidance schemes and the individuals who promote them. To reach the maximum audience, the IRS recognizes the importance of partnering with external stakeholders. The IRS's external stakeholders, such as the practitioner community, have an enormous reach as well as an excellent relationship with U.S. taxpayers.

“Voluntary Compliance Agreements” - The IRS has established voluntary compliance agreements for industries, such as the restaurant industry, where tipping is customary. These agreements are designed to enhance tax compliance among tipped employees through taxpayer education instead of through traditional enforcement actions, such as tip examinations.

**IRS-SB/SE Taxpayer Education and Communication**  
**400 N. 8<sup>th</sup> Street, P. O. Box 10067**  
**Richmond, VA 23240**  
**(804) 916-3893**  
**Email: [Linda.Hawkins@irs.gov](mailto:Linda.Hawkins@irs.gov)**  
**Website: <http://www.irs.gov/smallbiz>**

# **THE U.S. SMALL BUSINESS ADMINISTRATION**

In the Small Business Act of July 30, 1953, Congress created the Small Business Administration, whose function was to "aid, counsel, assist and protect, insofar as is possible, the interests of small business concerns." The charter also stipulated that the SBA would ensure small businesses a "fair proportion" of government contracts and sales of surplus property.

Over the past 50 years, SBA has grown in terms of total assistance provided and its array of programs tailored to encourage small enterprises in all areas. **SBA's programs now include financial and federal contract procurement assistance, management assistance, and specialized outreach to women, minorities and armed forces veterans. The SBA also provides loans to victims of natural disasters and specialized advice and assistance in international trade.**

Nearly 20 million small businesses have received direct or indirect help from one or another of those SBA programs since 1953, as the agency has become the government's most cost-effective instrument for economic development. In fact, SBA's current business loan portfolio of roughly 219,000 loans worth more than \$45 billion makes it the largest single financial backer of U.S. businesses in the nation.

In just the past two years, 2002-2003, Virginia's SBA District Office in Richmond helped 1,575 small businesses get more than \$290,491,000 in loans.

**Last year alone, the SBA backed more than \$12.3 billion in loans to small businesses.** More than \$1 billion was made available for disaster loans and more than \$40 billion in federal contracts were secured by small businesses with SBA's help.

There are those who argue that big businesses, profiting from "economies of scale," can produce far more efficiently than small businesses. But small business is where the innovations take place. Swifter, more flexible and often more daring than big businesses, small firms produce the items that line the shelves of America's museums, shops and homes. They keep intact the heritage of ingenuity and enterprise and they help keep the "American Dream" within the reach of millions of Americans. **Every step of the way, SBA is there to help them.**

**U.S. Small Business Administration  
Richmond District Office  
400 N. 8<sup>th</sup> Street, Suite 1150  
Richmond, VA 23240  
(804) 771-2400  
<http://www.sba.gov/va/>**

## **Center for Innovative Technology**

Virginia's Center for Innovative Technology (CIT) is a state-chartered non-profit corporation focused on accelerating Virginia's next generation of technology and technology companies.

CIT's statewide business assistance programs and services emerge from its goal to make Virginia a global leader in the development of entrepreneurial technology ventures:

**Federal Funding** – CIT leads Virginia's statewide program to support candidates seeking grants through the federal government's Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) programs, as well the Advanced Technology Program (ATP). CIT also identifies and accelerates opportunities for Virginia's small technology businesses to obtain federal research and development contracts.

**Venture Funding** – Recognizing the role that private equity investment plays in the initiation and growth of high-technology enterprises, CIT has launched a program targeting companies with a high potential to benefit from early-stage financial investment. Services include in-depth business plan review and guidance, market research, executive team development and mentoring, business plan development and strategic partnering assistance, presentation coaching, and access to capital.

**Regional Technology Service** – CIT's regional offices reach every part of the Commonwealth, providing specialized services to small technology companies as well as to small businesses seeking technology solutions for enhanced productivity, cost savings, and competitiveness. Regional directors offer confidential one-on-one consulting, technical data and information, one-stop access to expertise in the universities and federal labs, and referrals to a statewide network of partners that target a specific industry or business size. Building on 17 years of experience assisting Virginia's small technology businesses, CIT's regional operations team focuses on a select client portfolio, offering greater depth of service.

For more information regarding CIT and its services, please visit the Web site at [www.cit.org](http://www.cit.org), or call 1-800-3-TECHVA to be automatically connected to the regional office that serves your area.



# **Philpott Manufacturing Extension Partnership**

## **Mission**

Fosters economic growth by enhancing the competitiveness of Virginia's manufacturers.

Our fee-based consulting service is primarily provided by internal experts who have significant levels of direct manufacturing experience. Our people are located in offices throughout the Commonwealth to service manufacturing clients located anywhere in Virginia.

Clients often become aware of our services through referrals or by attending workshops introducing new techniques. Services include lean enterprise, quality systems, people systems, strategic planning, and industrial marketing. Lean enterprise is our primary product and includes assessments, value stream mapping, visual workplace, set-up reduction, cellular flow, pull kanban, total productive maintenance, and kaizen blitz.

Our participation in the National Institute of Standards and Technology (NIST) Manufacturing Extension Partnership greatly enhances our ability to transfer process technology to manufacturers. NIST effectively and efficiently creates new products and services to be delivered by the seventy MEP centers located across the country. Many industrial centers develop close personal working relationships with each other. Many problems faced by a manufacturing client will have already been solved somewhere else in the manufacturing extension network.

VPMEP serves its manufacturing clients across the Commonwealth with help from many other organizations. Our primary partners are the Center for Innovative Technology, the Manufacturing Technology Center, and the Technology Applications Center. Many other state entities, such as various components of the Virginia Community College System, also provide assistance. Finally, private third party consultants often contribute specific expertise to meet the needs of our clients.

**<http://www.vpmep.org>**

# **Manufacturing Technology Center**

## **Mission**

Fosters economic growth by being a catalyst for the advancement of Southwestern Virginia's manufacturing community.

The Center is a nonprofit organization dedicated to helping manufacturers in southwestern Virginia to become more competitive and profitable in today's world market. MTC provides companies access to technical expertise, informational resources and training opportunities that can help them adopt world class manufacturing technologies and modern management techniques.

## **Services.**

Mobile Learning Unit for on-site training and technology demonstrations

Lean Manufacturing

CAD/CAM

ISO Implementation

Product/Process Development

Plant Layout & Design

Industrial Health & Safety

Environmental Compliance

**<http://www.mtcofswva.org>**

# **Chesapeake Bay Local Assistance Department**

## **Chesapeake Bay Preservation Act**

### **Mission**

The Chesapeake Bay Preservation Act and the Chesapeake Bay Preservation Area Designation and Management Regulations, were enacted to protect the public interest in the Chesapeake Bay and other state waters by planning for and managing the adverse environmental effects of growth and development in a manner that balances the objectives of improved water quality and continued economic growth.

Local governments have the primary responsibility for managing land uses and development. Therefore, the Bay Act focuses on assisting Tidewater localities to preserve water quality through land use decisions. To implement the program, the Act established a nine-member citizen board called the Chesapeake Bay Local Assistance Board. Board members represent various stakeholder interests - such as business, agriculture, land development, local government, and environmental protection - as well as different geographic regions within Tidewater Virginia. The Bay Act charges the Board with promulgating and keeping current regulations that establish criteria for local Bay Act programs. The Chesapeake Bay Preservation Area Designation and Management Regulations (9 VAC 10-20) were originally adopted in 1989 and were amended in December 2001. The Bay Act also established the Chesapeake Bay Local Assistance Department (CBLAD).

#### **Technical and Financial Assistance to Tidewater Local Governments**

The CBLAD provides technical assistance in a number of ways, including publications, research projects, provision of computer equipment, providing training for local government planners and engineers, and other direct staff assistance. Financial assistance has been provided through (1) a competitive grants program for localities and PDCs, which began in 1990, and (2) a grant program for Soil and Water Conservation Districts in Tidewater to develop agricultural soil and water quality conservation plans on farmlands within Chesapeake Bay Preservation Areas.

The CBLAD is the only agency of the Commonwealth that deals comprehensively with the relationships between land use planning and development and water quality. It is also the only agency of the Commonwealth that assists local governments with land use planning needs, including development of land use regulations, ordinances, and comprehensive plans.

#### **Local Bay Act Programs**

Each Tidewater locality must adopt a program based on the regulations adopted by the Local Assistance Board. The Regulations, like the Bay Act, recognize local government responsibility for land use decisions. The Regulations are designed to establish a framework for compliance but do not dictate precisely what local programs must look like. Local governments have flexibility to develop water quality preservation programs that reflect unique local characteristics and embody other community goals. Such flexibility also facilitates innovative and creative approaches in achieving program objectives.

Local Bay Act programs start by adopting or amending local land use plans and ordinances. Local governments must amend their zoning ordinances, subdivision ordinances, and comprehensive plans to incorporate water quality protection measures consistent with the Bay Act Regulations. The Regulations address non-point source pollution by identifying and protecting certain lands called Chesapeake Bay Preservation Areas. The Regulations use a resource-based approach that recognizes differences between various landforms and treats them differently.

The lands that make up Chesapeake Bay Preservation Areas are those that have the potential to impact water quality most directly. Generally, there are two types of land features: those that protect and benefit water quality (Resource Protection Areas, or RPAs) and those that, without proper management, have the potential to damage water quality (Resource Management Areas, or RMAs). By carefully managing land uses within these areas, local governments help reduce the water quality impacts of nonpoint source pollution and improve the health of the Chesapeake Bay.

**<http://www.cblad.state.va.us> / 1-800-CHES-BAY**

# **Environmental Management Assistance Program** **(EMAP)**

## **Mission**

Educates small businesses in Southwest Virginia about the bottom line benefits of strategic environmental management and assists them in implementing EM initiatives. Personalized assistance is provided in the form of one on one consultations, on-site assessments, telephone assistance, research and educational materials, and networking and referrals.

**Helping small businesses in Southwest Virginia achieve the economic benefits of environmental stewardship.**

## **What Services are Available?**

The Small Business Environmental Management Assistance Program (EMAP) will assist you in all aspects of your environmental improvement endeavor. Services are free of charge, and your business information remains strictly confidential. If you are a small business in Southwest Virginia, you can receive services such as:

- educational materials
- one-on-one consultations
- assistance by phone
- site audits
- environmental management research
- networking and referrals

Whether you want to integrate a variety of environmental factors into your core business strategy or just want a few pointers on recycling, we can help.

**Because EMAP is a partner with the Southwest Virginia SBDCs, SBDC services are also available, including:**

- management training
- business information
- business planning
- productivity improvement
- loan application assistance
- financial analysis
- marketing assistance
- assistance with permits, licenses and taxes

The EMAP is a non-regulatory, non-enforcement service provider.

**<http://btp.radford.edu/ba/emap.html>**

## **Small Business Development Center Network**

The Small Business Development Center Network consists of 30 Small Business Development Centers located across Virginia. They provide free one-on-one counseling, and educational courses on a range of topics—from accounting principles and product licensing to tax planning and e-commerce. Our centers also maintain a vast network of specialized resource partners that can be consulted on your behalf to address issues unique to your business. See our Virginia locator map to find your nearest SBDC. Let us maximize your small business success!

### **What can your local SBDC do for you?** The VSBDC can help with:

Business planning, Marketing assistance, Preliminary export assistance, Women's Business Enterprise certification, Economic and business data, Business resource library, Assistance in researching and approaching business financing sources, Financing through the SBA Pre-Qualification Loan Program, Site location analysis, Licensing and regulation information, Cash flow and tax counseling, and Specialized training workshops.

**No Charge for Counseling Services.** The information, management counseling, and technical assistance services of the VSBDC professional staff are provided at no charge. Fees may be collected, however, to recover specified client-approved charges for such items as printing, computer time and resources, and postage. A nominal fee may be charged for training workshops.

**Confidentiality.** The full disclosure of financial and/or other proprietary information to the VSBDC by the client is usually essential in order to provide effective assistance. All clients are assured that such information is held in complete confidence at all times.

**VSBDC Counselors.** The professional staff members of each local service center are highly skilled individuals, each of whom has significant experience in the private sector. Many also have extensive management and financial consulting backgrounds. In addition to permanent staff, the VSBDC also utilizes business owners, corporate executives, business school faculty, business school students, and other volunteers, as well as paid financial consultants.

Nationally Accredited. Virginia SBDC has received certification from the National Association of Small Business Development Centers. The Virginia program was evaluated by a team of peers from other state SBDCs in areas such as strategic planning, professional development, personnel skills, resource partners, and needs assessment.

Jody Keenan  
Executive Director  
4031 University Drive, Suite 200  
Fairfax, VA 22030  
**703-277-7700**  
**[jkeenan@wpgate.gmu.edu](mailto:jkeenan@wpgate.gmu.edu)**

**<http://www.dba.state.va.us/smdev/counsel/>**

# **Loudoun County Small Business Development Center**

## **Mission**

Educates and assists small business owners to increase their opportunity for entrepreneurial success.

### **The Center is for the experienced businessperson that wants to:**

- Develop new marketing and sales strategies
- Investigate new business opportunities
- Improve profit margins
- Expand the business

### **The Center also provides assistance to the inexperienced businessperson that needs to understand:**

- Requirements for going into business
- Business opportunities in Virginia
- Financial management
- Marketing

### **We do this through:**

- Individual Counseling
- Monthly "Start Your Business" Seminars
- Free-of-Charge Training Workshops
- Low-Cost Seminars
- Reference & Research Library
- Quarterly Newsletters

**<http://www.loudounsbdc.org>**

# **Small Business Development Center** **at Mountain Empire Community College**

## **Mission**

Provides one-on-one counseling, business education opportunities and resources to help small business owners or managers improve their business. The sole objective is to help Southwest Virginia's businesses prosper and increase job opportunities.

**Does your business need assistance?**

**Services are confidential and there is no charge for counseling services.**

**Don't waste your valuable time!**

**Let us help you save time with your business projects!**

## **What help is available?**

- \* **Management Skills:** Provides guidance and counsel to help businesses become effective and efficient by improving management skills and operational effectiveness.
- \* **Business Information:** Provides access to a wide variety of economic and business data which includes federal, state, and private sector publications.
- \* **Business Planning:** Assists the potential entrepreneur with identification and evaluation of the most important factors related to the success of his or her enterprise.
- \* **Productivity Improvement:** Enhances competitiveness through training and technical assistance.
- \* **Workshops:** Conducts workshops on a wide variety of topics related to starting and operating a business in Southwest Virginia.
- \* **Networking Assistance:** Helps in identifying sources of information and/or services related to small business.
- \* **Loan Application Assistance**
- \* **Sources of business financing**
- \* **Financial Analysis**
- \* **Marketing**
- \* **Permits, licenses and taxes**

**<http://www.me.cc.va.us/dept/sbdc/>**

## **Business Development Center (Arlington SBDC)**

### **Mission**

Contributes towards the economic growth of Arlington County and the nearby metro area by providing business assistance and promoting the spirit of entrepreneurship”.

It is a program of Mason Enterprise Center established in 1988 at the Arlington Campus of George Mason University.

**At our Center, experienced entrepreneurs and professional business counselors provide practical advice and assistance in various aspects of business including:** pre-startup decisions, business planning and problem solving, cash flow & cost management, financing options, government procurement, marketing, and taxes and licenses. In an agreement with a partner located at our premises, we also provide business counseling in Spanish, Vietnamese, Korean and Hindi languages. For language assistance, please call **703-993-8127**.

**In conjunction with US Export Assistance Center,** we assist small-and-medium size businesses to compete in the international markets.

**Arlington SBDC has been providing Post 911-Business Recovery Assistance Services to the business community of Arlington County and greater Washington, DC metro area. Currently, we advise businesses on obtaining the EIDL disaster loans available from SBA.**

**Costs:** Business consulting services are free. Appointments must be made in advance to meet with our counselors. There is a nominal charge for the training workshops.

**Clients:** New entrepreneurs or person interested in starting a business and any existing small and medium size business interested in expanding a business may request assistance from the Arlington SBDC.

**Sponsors/Parent Organizations:** George Mason University, Virginia Department of Economic Development, Arlington County, and 3Htechnology.

**<http://www.arlingtonsbdc.org>**



# **Shenandoah Valley** **Small Business Development Center**

## **Mission**

Strives to contribute to the growth and economic development of Virginia by providing quality counseling and training assistance to existing and potential small- and medium-sized businesses in the Shenandoah Valley.

The combined centers at James Madison University and Blue Ridge Community College offer free counseling services, assist with feasibility studies and business planning, sponsor seminars and training events, and provide information and other services to small and medium-sized businesses.

## **Services**

### **Small Business Counseling**

**One-On-One.** An experienced small business counselor assists you with business planning, finances, marketing and various other small business issues.

## **Resource Library**

The JMU SBDC maintains a small library for your use on a walk-in basis. Stop by and explore small business assistance programs, sources of capital, publications and more.

## **Seminars**

**How To Start a Small Business.** This FREE seminar is designed to assist participants in exploring and determining the feasibility of their business idea. Also, the necessary steps to starting a small business, occupational licenses, and permits are discussed.

**NxLevel for Entrepreneurs.** These seminars are designed for the business owner, manager or involved employee who wants to operate a business successfully, but does not have a business plan that can assist in clarifying financing needs or act as a blueprint for how to grow the business.

The course is also ideal for the person thinking about starting a business, but who has not been able to answer all the questions about timing, size of market/industry, location, and financial projections.

**<http://www.jmu.edu/sbdcenter/>**

# **Lord Fairfax Community College** **Small Business Development Center**

## **Mission**

Creates and retains jobs in the private sector by providing business assistance to new and established businesses. Businesses counseling and related services are provided at no charge.

**Assistance is offered in the following areas:** business start-up, operation analysis and review for existing businesses, financial management, marketing, business opportunities and requirements for going into business. The SBDC offers the following services: strategic planning, business library, business plans, review of good practices, financial analysis, financial planning and budgeting, licenses and taxes, business loan assistance, marketing, personnel assistance, production planning and control, site location analysis, and sources of financing.

## **Core Programs**

The Center's core programs include: small business seminars, startup counseling, business operations counseling, operations audits, mystery shopper program, mentoring, and focus groups. We work with people seeking bank loans, SBA guarantee loans, and state loans through Virginia Asset Financing Corporation. Besides the loan application process, we work with all types of business registration questions, tax forms, SBA assistance and writing business plans.

We also provide assistance to the inexperienced person who needs to understand: the requirements for going into business, financial management, marketing, and business opportunities in Virginia.

## **Free Services**

There is no charge for counseling and technical assistance provided by the representatives of the LFCC-SBDC. Fees may be collected, however, to recover specific client approved charges for such items as printing, computer time, and postage. A nominal fee may be charged for training workshops.

**<http://www.lfsbdc.org/>**

# **Rappahannock Region Small Business Development Center (RRSBDC)**

## **Mission**

Provides assistance and training to help small business owners and potential owners make sound decisions for the successful operation of their business.

Part of a statewide network, the RRSBDC serves the city of Fredericksburg and the counties of Caroline, King George, Spotsylvania, Stafford and the eastern portion of Prince William County. Our Warsaw office serves the Northern Neck and the Middle Peninsula area. The RRSBDC makes recommendations and provides assistance to small businesses via one-on-one consultation, seminars and training programs.

## **Who can use the RRSBDC?**

Any existing or start-up small business in the Rappahannock Region can use the services of the RRSBDC. You only have to be considering the idea of opening a business or researching the feasibility of a proposed profit-making venture.

## **How do I become a client?**

Interested individuals can become clients of the RRSBDC by completing and signing a Request for Counseling Form. Private consultation is by appointment only and is free of charge. Attendance at seminars, workshops, and training programs is by pre-registration only and may have a nominal fee.

## **Counseling**

The RRSBDC can assist you with determining your particular small business needs and to develop a plan of action through individual confidential counseling sessions. These sessions can be a single meeting or a long-term process. You may become our client by completing and signing a Request for Counseling form. Counseling sessions are by appointment and are free of charge.

## **Training**

Our seminars, training programs and workshops are developed to prepare new and existing small business owners to start, expand or improve management operations.

## **Information Resources**

Our center is constantly broadening our information base and exploring avenues to better assist clients in locating and utilizing existing resources. The RRSBDC Resource Center contains reference books, brochures, articles, audio cassette tapes, and video tapes covering various subjects of interest to small business. We can also assist small businesses in seeking the names, addresses, and telephone numbers of other outside resources such as government agencies, manufacturers, publishers, and trade associations.

**<http://www.jmc.mwc.edu/sbdc/>**

## **National Federation of Independent Business [NFIB]**

NFIB is the largest advocacy organization representing small and independent businesses in Washington, D.C. and all 50-state capitals. NFIB was ranked the most influential business organization (and 3rd overall), in "Washington's Power 25" survey conducted by Fortune magazine.

NFIB also gives its members a power in the marketplace. By pooling the purchasing power of its 600,000 members, NFIB gives members access to many business products and services at discounted costs. NFIB also provides timely informational resources designed to help business owners succeed.

### **What is NFIB?**

With 600,000 members and offices in Washington, D.C. and all 50-state capitals, NFIB is the nation's largest small business lobbying group. Our members are a diverse group consisting of high-tech manufacturers, retailers, farmers, professional service providers and many more.

When we speak on our members' behalf, lawmakers in state legislatures, Congress and the White House listen. No wonder Fortune magazine has acknowledged NFIB as the top-ranking business lobbying organization in Washington for the last three years.

But our strength didn't come overnight. NFIB started out small. One man, Wilson Harder, founded the organization in 1943. Harder began with a home office and sold the first memberships to his neighbors. Harder's vision was to give small and independent business a voice in governmental decision making.

This vision remains strong today. NFIB sets its public policy positions by regularly polling members and acting on their advice. Once this member ballot is tallied, NFIB carries a unified message to Congress and the state legislatures on behalf of small business owners.

In the last six years NFIB has enlarged its scope, entering the political arena to support pro-small business candidates for state and national office. In 2000, we added the NFIB Legal Foundation, representing small business interests in the judicial system. We also continue to build alliances with various businesses, allowing us to provide services to members at special prices.

**[www.nfib.com/va](http://www.nfib.com/va)**

# **Virginia Chamber of Commerce**

## **"Business Leadership for Virginia's Future"**

### **WHO WE ARE**

The Virginia Chamber of Commerce is the largest, most influential general business organization, representing all business sectors in every region of the Commonwealth, including small business enterprises and Fortune 500 companies. Membership also includes local chambers of commerce and statewide business and trade associations.

### **WHAT WE DO**

Advocate for those public policies that ensure a vibrant economy and a positive business climate

Protect our members' interests on broad range of issues - including taxation, business and environmental regulation, transportation, workplace and labor relations, health care, education and workforce training, workers' compensation, tort liability, technology, economic development, and government operations.

Build effective coalitions that unite the Virginia business community on key issues

Provide opportunities for members to connect with those people and organizations that will help grow their businesses

Provide members with valuable information and business tools

### **WHAT WE BELIEVE**

We believe that the business community must be a positive force for enhancing the quality of life in the Commonwealth. To that end, the Virginia Chamber must be a proactive leader in the search for solutions to problems, a voice for free market competition and limited government, a catalyst for progressive thinking and problem solving, and a partner with government as appropriate.

**<http://www.vachamber.com/>**

# **Virginia Manufacturers Association**

## **Mission**

It is the purpose of the Virginia Manufacturers Association to encourage and support the industries located within the Commonwealth of Virginia, to afford a medium for cooperation among those industries and to initiate, encourage, foster and promote constructive policies and activities on behalf of industry.

The Virginia Manufacturers Association develops constructive policies and activities on behalf of industry by serving as an advocate in legislative, regulatory, taxation, environmental, workplace, business law, insurance, technology issues and as an aggregator of business services for its Members.

## **Background**

The Virginia Manufacturers Association (VMA) is a trade association of Virginia's leading manufacturers. It was established in 1922 to advocate for balanced and reasonable laws, regulations, and policies affecting manufacturers. VMA is the leading voice of businesses in Virginia on environmental issues, with an active Environmental Affairs Committee - 85 individuals strong - and Subcommittees on Air, Water, Waste, Pollution Prevention, and Communication. VMA members recognized the need to go beyond VMA's traditional role of lobbying for laws and regulations, and to reach out to other interested constituencies on important environmental issues. With the support of VMA's Board of Directors, Outreach was established in October 1998, as an affiliate of VMA. Outreach consists of VMA members who "go the extra mile" in pledging their money and time to promote communication, education, and outreach to the media, environmental interest groups, government, and the general public about environmental issues and the important role manufacturers play in protecting the environment. Outreach also serves as VMA's focal point for proactive cooperative efforts with environmental groups and other constituencies on environmental issues of common concern.

**<http://www.vamanufacturers.com/>**

# VA CAN Directory



[Under Construction]

## Department of Environmental Quality

### **Small Business Assistance Program**

**804-698-4394 or 800-592-5482**

<http://www.deq.state.va.us/osba/>

Provides assistance to small businesses to comply with state and federal air, water, and waste regulations.

### **Pollution Prevention**

**804-698-4344**

<http://www.deq.state.va.us/p2>

Provides assistance in pollution prevention, environmental management systems [EMS].

## Department of Business Assistance

### **Virginia Small Business Financing Authority**

**804-371-8200**

<http://www.dba.state.va.us/financing/>

Provides direct loans and loan guarantees to small businesses in Virginia.

## Department of Rehabilitative Services

**8004 Franklin Farms Drive**

**Richmond, Virginia 23229**

<http://www.vdrs.org>

**(804) 662-7000 or (800) 552-5019 (Toll Free)**

**(800) 464-9950 (TTY)**

E-mail: [marketing@drs.state.va.us](mailto:marketing@drs.state.va.us)

Provides employers the tools and resources they need to not only diversify their workforce, but broaden their consumer-base and improve their bottom line of business.

## Virginia's A.L. Philpott Manufacturing Extension Partnership

### **Manufacturing Extension Services**

**276-666-8890**

<http://www.vpmep.org>

Provides fee-based consulting services to manufacturers.

**Virginia Department of Minority Business Enterprise**  
**(VDMBE)**

200-202 N. 9<sup>th</sup> Street, 11<sup>th</sup> Floor  
Richmond, Virginia 23219

**(804) 786-5560 or (800) 223-0671 (Toll Free in VA)**

204 National Avenue  
Hampton Roads, VA 23663

**(757) 727-4734 or (757) 727-4732**

2348 Lakeside Drive  
Lynchburg, VA 24502

**(434) 385-0881**

5201 Leesburg Pike, Suite 100  
Falls Church, VA 22041

**(703) 575-5550**

300 Ringgold Parkway  
Danville, VA 24540

**(434) 791-7327**

<http://www.dmbc.state.va.us>

E-mail: [dmbc@dmbc.state.va.us](mailto:dmbc@dmbc.state.va.us)

Provides **State Certification**, technical and management assistance, financial assistance, marketing assistance, and advocacy for the Minority and Disadvantaged Business Community.

**National Federation of Independent Business**  
**NFIB-VA**

108 North 8th Street  
Richmond, VA 23219

**(804) 377-3661**  
**Fax (804) 377-3663**

<http://www.nfib.com/va>

E-mail: [gordon.dixon@nfib.org](mailto:gordon.dixon@nfib.org)

The largest advocacy organization representing small and independent businesses.

**Virginia's Philpott Manufacturing Extension Partnership**  
**VPMEP**

Jeff Kohler, Executive Director  
645 Patriot Avenue, P.O. Box 5311  
Martinsville, VA 24115

**(800) MEP-4MFG or (276) 666-8890**  
**Fax (276) 666-8892**

<http://www.vpmep.org>

E-mail: [jkohler@vpmep.org](mailto:jkohler@vpmep.org)

Provides fee-base and consulting services by internal experts to manufacturers throughout the Commonwealth.



## **Virginia's Center for Innovative Technology**

2214 Rock Hill Rd.  
Suite 600  
Herndon, VA 20170

**(703) 689-3000**  
**FAX (703) 689-3041**

**[www.cit.org](http://www.cit.org)**

Private non-profit corporation for accelerating development of Virginia's next generation of technology and technology companies, works to establish world class research hubs and make Virginia a global leader in the development of entrepreneurial technology ventures.

## **Internal Revenue Service**

**Taxpayer Education and Communication**

**804-916-3893**

**<http://www.irs.gov/smallbiz>**

Educate and inform small business owners and self-employed individuals about their tax obligations by developing educational products and services focused on customer needs.

## **U.S. Small Business Administration** **Richmond Virginia District Office**

Federal Building  
Suite 1150  
400 North 8th Street  
Richmond, Virginia 23240

**804-771-2400**

**<http://www.sba.gov/va/>**

Created in 1953, the U.S. Small Business Administration (SBA) is the only independent agency of the federal government with the sole purpose of assisting small businesses to start, grow, and prosper. Through our extensive network of SBA resources and partnerships with other public and private organizations, SBA is here to help the small business owner. The Richmond SBA office is responsible for the delivery of SBA programs and services to 92 counties in Virginia.